

C-319

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MONTGOMERY COUNTY

PEOPLE'S COURT

BPM: MAY 21 1968

XX

1 MOTOR VEHICLE DOCKETS AND RELATED PAPERS

Size: 11" x 16 1/2" x 1"

Quantity: 2100 vols. (200 cu. ft.)

Dates: 1937...

File Arr.: Chronological

The Motor Vehicle Dockets are supplied by the Department of Motor Vehicles to the Maryland Courts having original jurisdiction in motor vehicle cases. The dockets contain an average of 250 pages. The earlier dockets were actually printed forms for entries to be made by the clerk of the court in which cases were tried. In the later dockets, blank pages were substituted for forms, the record copy (#1 below) of the Maryland Uniform Traffic Summons was stapled in the book as the record entry, and hand entries were discontinued.

The Maryland Uniform Traffic Summons (arrest ticket) is prepared by the issuing officer in sextuplicate and distributed as follows:-

- #1. White original - Court copy: Retained by the court; it is the record copy and after disposition of the case becomes the docket entry.
- #2. Gold copy - Police headquarters copy.
- #3. Yellow copy - Dept. of Motor Vehicles copy: Forwarded to the court with the white original (#1), and after disposition of the case returned to the officer who issued it, with notation of disposition of the case. The local police headquarters then forwards this copy to the DMV for closing out the copy in the DMV "suspense file" (#6, below).
- #4. White copy - Defendant's copy: given to defendant at time of arrest.

(continued)

1 (cont.)

- #5. Pink copy:- Arresting officer's copy: After disposition of the case, the lower portion of this is detached by the officer, with notation of disposition, and forwarded to local headquarters to close out copy #2, above.
- #6. White copy - DMV "suspense file" copy: Accompanies #2 copy to police headquarters, where it is immediately forwarded to the DMV to establish the "suspense file," which is later closed out by the #3 copy above.

Disposition of Motor Vehicle Dockets and related papers was provided for by the 1965 General Assembly (Annotated Code of Maryland, 1957 Edition, as amended, Art. 52, Sec. 31).

RECOMMENDATION: RETAIN DOCKETS AND RELATED PAPERS FOR FIVE YEARS AFTER THE LAST PERTINENT DATE OR RECORD ENTRY, THEN DESTROY.